

OPERATIONS COORDINATOR

About the Columbus Partnership

The Columbus Partnership is a nonprofit organization of CEOs from Columbus' leading businesses and institutions. Through our membership and other ally organizations across Central Ohio, the Partnership upholds a shared vision to make Columbus the most prosperous region in the country.

The Columbus Partnership team also includes One Columbus, one of the nation's top economic development organizations that serves the 11-county Columbus Region; and Smart Columbus, an innovation lab that advances what is new and next at the intersection of technology and community good.

Can you imagine Columbus as the most prosperous region in the United States, where every day more and more people are able to improve their economic and social well-being? We do – every day.

The role

The operations coordinator interfaces with members of the Columbus Partnership, One Columbus and Smart Columbus teams. This is an important position that demands a resourceful candidate with diverse skills and interests. Reporting to the COO, the operations coordinator is an integral member of the marketing and engagement team, which is responsible for marketing and communications, events, and engagement programming across the Columbus Partnership and One Columbus.

The position is full time with a hybrid schedule, based in Columbus.

You

You take pride in ensuring flawless execution and recognize the importance of tending to every last detail. You value the role you play in advancing projects, you have an interest in marketing and communications, and you welcome a variety of tasks and projects.

Your work helps heighten executive and team productivity, you never shy away from a chance to roll up your sleeves, and you want to be part of a strong team working closely together to become stronger. You thrive in a demanding organization where no two days are alike, operating with a service-oriented mindset. You're a fast learner and know how to adapt in a variety of situations. Most of all, you have a passion for Columbus and want to be part of an organization that is proud to work on advancing its future.

Reports to

Chief Operating Officer (COO)

Essential duties and responsibilities

Operations, communications and project coordination

- Use project management software to monitor and move projects forward, manage meeting action items and follow ups, assign tasks, build timelines, etc.
- Maintain current contact information in CRM systems and help manage distribution lists for various groups.
- Quarterback internal initiatives and deadlines as assigned by the COO and complete special tasks and projects on time and on budget. Projects often require working with external partners, helping to manage vendors, or bringing together cross-functional internal teams.
- Help staff organizational events and meetings (both onsite and offsite) as assigned.
- Help prepare and proofread presentations and other marketing and communications materials.

Executive support

- Manage COO calendar and help prioritize COO's time.

- Schedule both small and large meetings that sometimes require coordination of many calendars, including those of internal teams, business leaders, civic leaders, and other organizational partners.
- Send calendar invitations, track RSVPs, confirm meetings as needed.
- Prepare and distribute pre- and post-meeting correspondence and on-site materials as needed (meeting pre-reads, onsite printouts, name cards, etc).
- Coordinate hosting needs, including but not limited to securing space on or offsite, greeting guests, arranging catering, ensuring technology and other supply requirements are met, booking reservations, etc.
- Work in constant coordination with the executive assistant to the president and CEO.
- Manage travel arrangements for the COO. Work with organization's travel agency and other vendors to book airfare, secure ground transportation, overnight accommodations, etc.
- Complete expense reports for COO on a monthly basis; track invoices and route to accounting team for payment.
- Prepare, mail and ship materials, and arrange courier services as needed.

Skills and qualifications

- Thrives in a demanding organization where no two days are alike.
- Has strong communication skills and is at ease with individuals at all professional levels, including those in the highest levels of leadership and within the c-suite.
- Has an interest in marketing, communications and events.
- Able to work across organizational teams and prioritize competing demands.
- A master of the details.
- Able to coordinate schedules for individuals and larger groups.
- Applies a service-oriented mindset to daily work and values continuous improvement.
- Exercises sound, independent judgment in a variety of situations, but is also willing to ask questions and seek counsel when needed.
- Maintains professionalism and discretion when handling confidential matters.
- Expert proficiency in Microsoft Word, PowerPoint, Excel and Outlook.
- Salesforce and/or Monday.com experience a plus.
- Quick learner of new skills and software.
- Able to occasionally travel and work outside of standard office hours to accommodate meetings and events.
- Has a positive attitude, can-do spirit, interest in current events and love of the Columbus Region.

To apply

Please send resume and cover letter to careers@columbusregion.com with "Operations Coordinator" in the subject line.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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